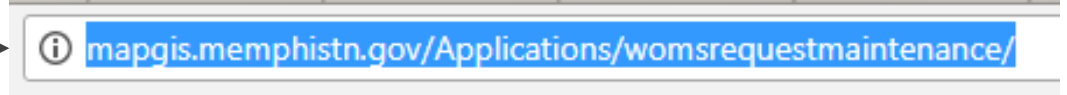


# URL Shortcut Creation

## CHROME

1. Select the entire URL →



2. Left click the selected URL

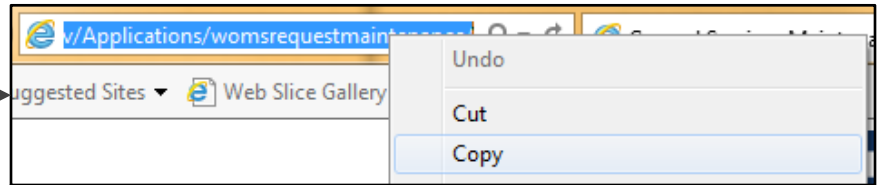
3. while holding the left mouse button  
drag the URL to your desktop. Then  
release the Mouse button.



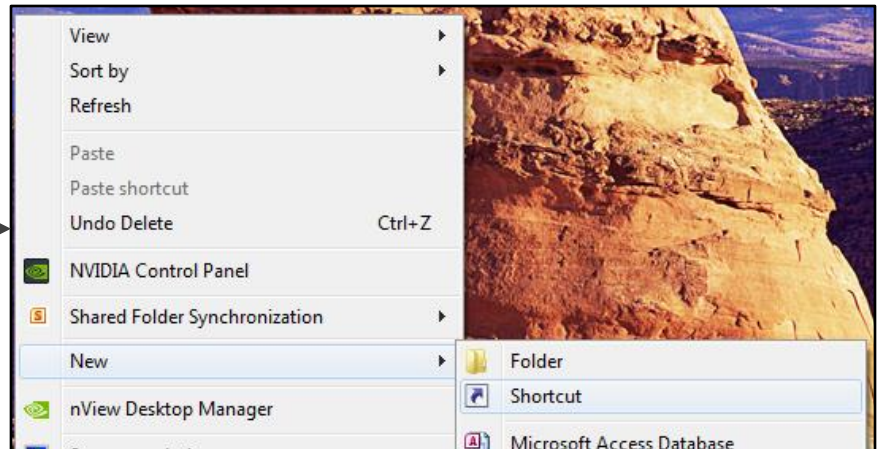
# URL Shortcut Creation

## INTERNET EXPLORER

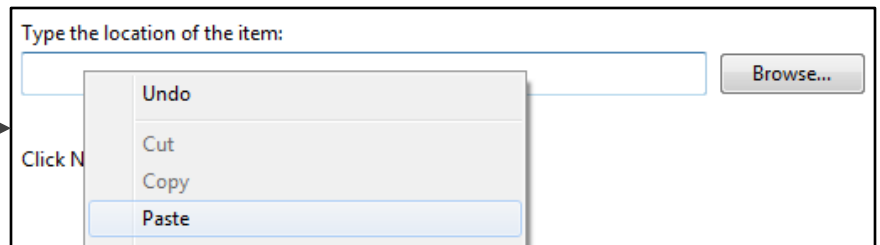
1. Select the entire URL. Right click the selected URL. Select Copy from the drop-down menu



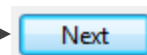
3. Go to the desktop. Right click in empty space. Select "New" from the menu and select "Shortcut" from the drop-down menu



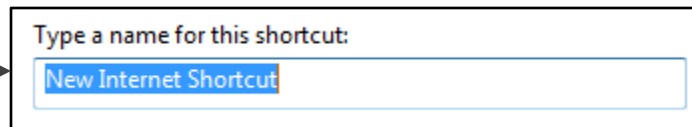
4. In the window that appears, right click in the "Type the location of the item:" input bar. Select "Paste"



5. Select "Next"



6. In the "Type a name for this shortcut" input bar, type the name you would like to call the shortcut



7. Select "Finish"

